

State of Wisconsin
Department of Natural Resources

SUBJECT: **The Wisconsin Conservation Congress – Code of Procedure**

EFFECTIVE: January 7, 2005

GENERAL

These policies and procedures are intended to guide the operation and organization of the Wisconsin Conservation Congress. It is published for the guidance of individual delegates to allow the orderly transaction of business and to insure that all citizens of Wisconsin have an opportunity to be heard. The Wisconsin Conservation Congress adopts this Code of Procedures.

I. Definitions

- A. "Board" means Natural Resources Board;
- B. "Congress" means the entire delegate of the Conservation Congress;
- C. "Delegate" means elected delegates of the county committee eligible to attend the annual Congress meeting;
- D. "Congress Liaison" means the employee of the Department to act as liaison officer between the Congress and the Department;
- E. "Department" means the Wisconsin Department of Natural Resources;
- F. "Stakeholder" means citizens, clubs and organizations.
- G. "Spring Hearing" consists of two parts, one the public hearing, the other the Congress county meeting.

II. Authority And Responsibilities

State statute 15.348 indicates that the Conservation Congress shall be an independent organization of citizens of the state and shall serve in an advisory capacity to the natural resources board on all matters under the jurisdiction of the board. Its records, budgets, studies and surveys shall be kept and established in conjunction with the department of natural resources. Its reports shall be an independent advisory opinion of such congress.

III. Mission

To represent the citizens of Wisconsin by working with the Natural Resources Board and the Department of Natural Resources to effectively manage Wisconsin's greatest asset, our abundant natural resources, for present and future generations to enjoy.

IV. Vision

- A. To work together with citizens on a local level to gain opinions regarding management of Wisconsin's natural resources.
- B. To work with local and statewide organizations regarding management and support of Wisconsin's natural resources.
- C. To work with local and statewide organizations, educators and citizens regarding outdoor opportunities for youth, men, women and minorities.
- D. To consider the results of the spring hearings and to assist the Department in unifying the results of the hearings.
- E. To consider resolutions on matters pertaining to management of natural resources.
- F. To request that the Board support or oppose legislation pertaining to natural resources.
- G. To receive and discuss technical data and to pass on to the Board information, advice and recommendations relative to matters pertaining to natural resources.

V. Organizational Structure

The Conservation Congress consists of 360 delegates, five (5) in every county who are elected to two or three year terms by the citizens of Wisconsin at the Annual Spring Rules Hearings and Conservation Congress Meeting.

A. Executive Committee

The Executive Council of the Conservation Congress shall elect a chairperson, vice-chairperson and secretary on the Friday afternoon at the convention in May of each calendar year to one-year term.

B. Executive Council

The Conservation Congress shall have a 24 person Executive Council that is comprised of two delegates from each District to serve as Executive Councilors. Delegates from each District will elect two delegates from within each District on Friday at the annual Conservation Congress convention in May of each calendar year to one-year terms. Executive Councilors shall be elected from all county committee persons and not more than one councilor shall be elected per county, except for Milwaukee County. Current Councilors will actively participate in the Thursday evening Executive Council meeting at the annual Conservation Congress Convention.

C. County Delegates

The Conservation Congress shall have representation in each county. There shall be five elected delegates from each county. Individual's who have the majority vote in their county shall become a delegate from their county. County delegates are elected to serve a two or three year term as a county delegate. Delegates of the county at the Annual Spring Rules Hearings and Conservation Congress meeting will elect a Chair and Vice-Chair to represent their county to serve a one-year term.

D. Statewide Conservation Congress Districts

The District delegation is composed of county delegates within the each county that form said District. The following counties shall compose the districts:

District 1: Counties of Ashland, Bayfield, Douglas, Iron, Price, Sawyer and Washburn

District 2: Counties of Barron, Burnett, Chippewa, Polk, Rusk and St. Croix

District 3: Counties of Lincoln, Marathon, Oneida, Taylor and Vilas

District 4: Counties of Florence, Forest, Langlade, Marinette, Menominee, Oconto and Shawano

District 5: Counties of Buffalo, Dunn, Eau Claire, La Crosse, Pepin, Pierce, Trempealeau and Vernon

District 6: Counties of Adams, Clark, Jackson, Juneau, Monroe, Portage and Wood

District 7: Counties of Dodge, Fond du Lac, Green Lake, Marquette, Outagamie, Waupaca, Waushara and Winnebago

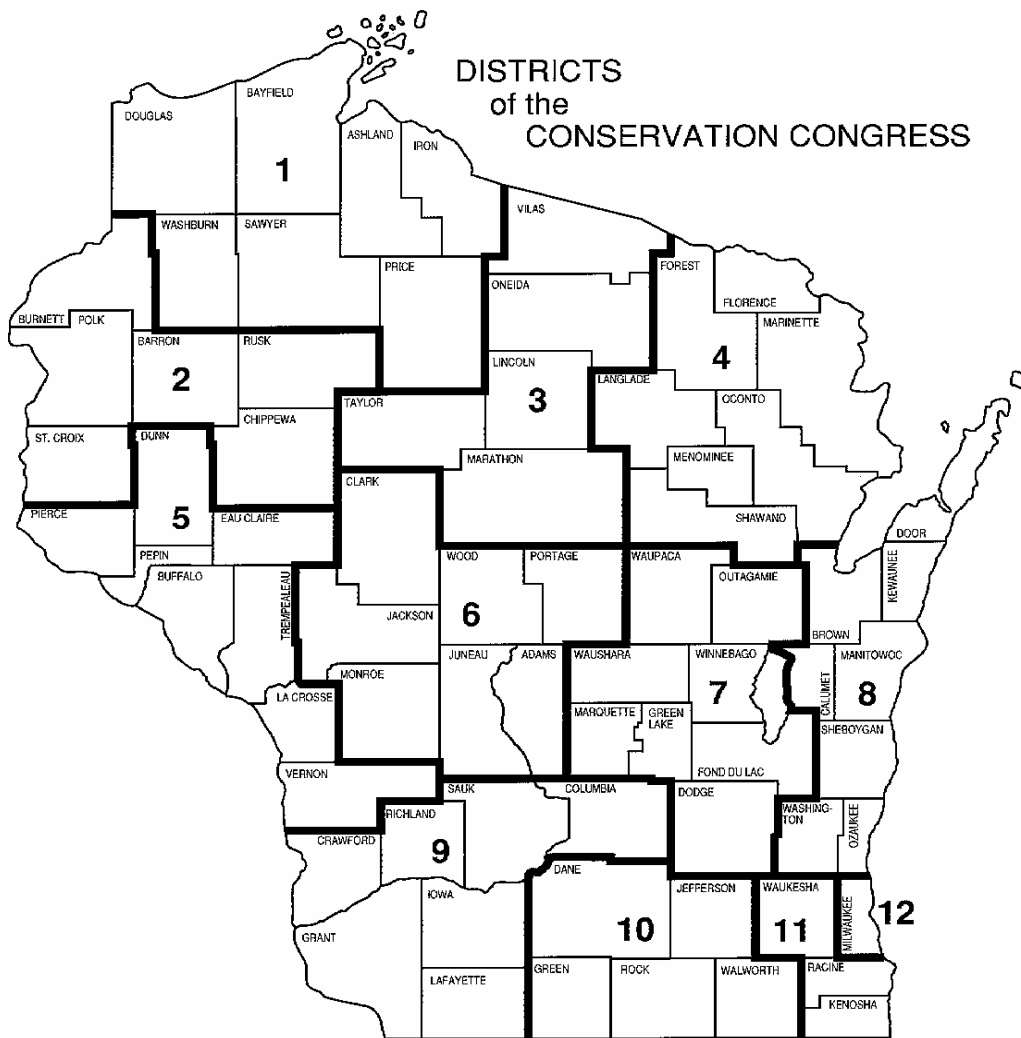
District 8: Counties of Brown, Calumet, Door, Kewaunee, Manitowoc, Ozaukee, Sheboygan and Washington

District 9: Counties of Columbia, Crawford, Grant, Iowa, Lafayette, Richland and Sauk

District 10: Counties of Dane, Green, Jefferson, Rock and Walworth

District 11: Counties of Kenosha, Racine and Waukesha

District 12: County of Milwaukee



E. Advisory Committees

All advisory committees shall have set responsibilities and goals that consist of addressing citizen concerns; reviewing, studying and recommending to the Executive Council on assigned resolutions and review of Department opinions and positions regarding specific areas directly pertaining to the Advisory Committee. In order to make the most efficient use of time by delegates, the following advisory committees with specific responsibilities are established.

1. **Air/Waste Quality & Health** – Review items relating to air, solid and hazardous waste, policy initiatives, budgetary development and other issues of statewide conservation or environmental concern. This committee reviews other matters, as appropriate, assigned by the chair or the Executive Committee or the Executive Council. This committee will work with the Departments Air Management Bureau and provide meeting minutes to the Congress Liaison or Assistant and they will provide them to the Executive Council of the Conservation Congress and to the Air, Waste and Water Enforcement Committee of the Natural Resources Board.
2. **Endangered Resources Committee** - Review items relating to habitat, potential threats, non-game animals, plants and natural communities, endangered species, natural area programs, invasive species and other issues of statewide conservation or environmental

concern. This committee reviews other matters, as appropriate, assigned by the chair or the Executive Committee or the Executive Council. This committee will work with the Departments Endangered Resources Bureau and provide meeting minutes to the Congress Liaison or Assistant and they will provide them to the Executive Council of the Conservation Congress and to the Land Management, Recreation and Fisheries/Wildlife Committee of the Natural Resources Board.

3. **Bear Committee** – Review items relating to boundaries, depredation, harvest, zones, nuisance research, trapping, population modeling, harvest goals and permitting, licensing, tagging, rehabilitation and habitat, private and public lands use, restoration and research projects, and other issues of statewide conservation or environmental concern. This committee reviews other matters, as appropriate, assigned by the chair or the Executive Committee or the Executive Council. This committee will work with the Departments Wildlife Bureau and provide meeting minutes to the Congress Liaison or Assistant and they will provide them to the Executive Council of the Conservation Congress and to the Land Management, Recreation and Fisheries/Wildlife Committee of the Natural Resources Board.
4. **Big Game Committee (Deer & Elk)** – Review items relating to boundaries, depredation, harvest, zones, Earn-A-Buck, CWD, T-Zones, harvest summary, complaint summary, population modeling, harvest goals and permitting, licensing, tagging, rehabilitation and habitat, private and public lands use, restoration and research projects, and other issues of statewide conservation or environmental concern. This committee reviews other matters, as appropriate, assigned by the chair or the Executive Committee or the Executive Council. This committee will work with the Departments Wildlife Bureau and provide meeting minutes to the Congress Liaison or Assistant and they will provide them to the Executive Council of the Conservation Congress and to the Land Management, Recreation and Fisheries/Wildlife Committee of the Natural Resources Board.
5. **Fur Harvest Committee** – Review items relating to boundaries, depredation, harvest, zones, nuisance research, trapping, population modeling, harvest goals and permitting, licensing, tagging, rehabilitation and habitat, private and public lands use, restoration and research projects, and other issues of statewide conservation or environmental concern. This committee reviews other matters, as appropriate, assigned by the chair or the Executive Committee or the Executive Council. This committee will work with the Departments Wildlife Bureau and provide meeting minutes to the Congress Liaison or Assistant and they will provide them to the Executive Council of the Conservation Congress and to the Land Management, Recreation and Fisheries/Wildlife Committee of the Natural Resources Board.
6. **Turkey Committee** – Review items relating to boundaries, harvest, zones, population modeling, harvest goals and permitting, licensing, tagging, rehabilitation and habitat, private and public lands use, restoration and research projects, and other issues of statewide conservation or environmental concern. This committee reviews other matters, as appropriate, assigned by the chair or the Executive Committee or the Executive Council. This committee will work with the Departments Wildlife Bureau and provide meeting minutes to the Congress Liaison or Assistant and they will provide them to the Executive Council of the Conservation Congress and to the Land Management, Recreation and Fisheries/Wildlife Committee of the Natural Resources Board.
7. **Upland Game Committee** – Review items relating to boundaries, depredation, harvest, zones, population modeling, harvest goals and permitting, licensing, tagging, rehabilitation and habitat, private and public lands use, restoration and research projects, and other issues of statewide conservation or environmental concern. This committee reviews other matters, as appropriate, assigned by the chair or the Executive Committee or the Executive Council. This committee will work with the Departments Wildlife

Bureau and provide meeting minutes to the Congress Liaison or Assistant and they will provide them to the Executive Council of the Conservation Congress and to the Land Management, Recreation and Fisheries/Wildlife Committee of the Natural Resources Board.

8. **Migratory Committee** – Review items relating to boundaries, depredation, harvest, zones, population modeling, harvest goals and permitting, licensing, tagging, rehabilitation and habitat, private and public lands use, restoration and research projects, and other issues of statewide conservation or environmental concern. This committee reviews other matters, as appropriate, assigned by the chair or the Executive Committee or the Executive Council. This committee will work with the Departments Wildlife Bureau and provide meeting minutes to the Congress Liaison or Assistant and they will provide them to the Executive Council of the Conservation Congress and to the Land Management, Recreation and Fisheries/Wildlife Committee of the Natural Resources Board.
9. **Wolf Committee** – Review items relating to boundaries, depredation, nuisance research, trapping, population modeling, rehabilitation and habitat and other issues of statewide conservation or environmental concern. This committee reviews other matters, as appropriate, assigned by the chair or the Executive Committee or the Executive Council. This committee will work with the Departments Wildlife Bureau and provide meeting minutes to the Congress Liaison or Assistant and they will provide them to the Executive Council of the Conservation Congress and to the Land Management, Recreation and Fisheries/Wildlife Committee of the Natural Resources Board.
10. **Parks & Recreation Committee** – Review items relating to ATVs, boating, camping, snowmobiling, state parks, forest and trail locations, outdoor recreation, registration, ordinances and waterway markers, fees, nature areas, rehabilitation and habitat, private and public lands use, restoration and research projects, and other issues of statewide conservation or environmental concern. This committee reviews other matters, as appropriate, assigned by the chair or the Executive Committee or the Executive Council. This committee will work with the Departments Wildlife Bureau and provide meeting minutes to the Congress Liaison or Assistant and they will provide them to the Executive Council of the Conservation Congress and to the Land Management, Recreation and Fisheries/Wildlife Committee of the Natural Resources Board.
11. **Forestry Committee** – Review items relating forestry tax programs, forestry protection, education, smart growth, fire prevention, law enforcement, public and private lands, rehabilitation and habitat, private and public lands use, restoration and research projects, and other issues of statewide conservation or environmental concern. This committee reviews other matters, as appropriate, assigned by the chair or the Executive Committee or the Executive Council. This committee will work with the Departments Wildlife Bureau and provide meeting minutes to the Congress Liaison or Assistant and they will provide them to the Executive Council of the Conservation Congress and to the Land Management, Recreation and Fisheries/Wildlife Committee of the Natural Resources Board.
12. **Outdoor Heritage** – Review items relating to outdoor recreation, hunting, fishing, trapping and youth initiatives regarding all natural resource opportunities. Work with other state agencies on gaining increased support and participation in youth initiatives. This committee reviews other matters, as appropriate, assigned by the chair or the Executive Committee or the Executive Council. This committee will also work with the Departments Wildlife, Fisheries, Communications, Forestry, Parks, Recycling, Water and Law Enforcement Bureaus and provide meeting minutes to the Congress Liaison or Assistant and they will provide them to the Executive Council of the Conservation Congress and to the Natural Resources Board.

13. **Education Committee** – Review items relating to all educational opportunities within the state with emphasis on hunting, fishing, trapping, snowmobiling, ATVs, bowhunting and archery, outdoor cooking, canoeing, map and compass, survival skills and work on opportunities for education in the educational system. This committee will also work with the Departments Wildlife, Fisheries, Communications, Forestry, Parks, Recycling, Water and Law Enforcement Bureaus and provide meeting minutes to the Executive Council of the Conservation Congress and to the Natural Resources Board. This committee reviews other matters, as appropriate, assigned by the chair or the Executive Committee or the Executive Council. This committee will also work in conjunction with the Outdoor Heritage Committee. This committee will provide meeting minutes to the Congress Liaison or Assistant and they will provide them to the Executive Council of the Conservation Congress and to the Natural Resources Board.
14. **Awards Committee** - Review items relating to nominations from individuals on statewide and local sports clubs of the year and educator of the year awards. This committee will also work with the necessary Department Bureaus and external organizations and citizens. This committee reviews other matters, as appropriate, assigned by the chair or the Executive Committee or the Executive Council. This committee will provide meeting minutes to the Executive Council of the Conservation Congress and to the Natural Resources Board.
15. **Historical Committee** – Review items relating to past history of the Conservation Congress and accurately establish a booklet of the past years to include members of the Conservation Congress, length of time served, type of term served and work on other various projects relating to the historical significance of this body. This committee reviews other matters, as appropriate, assigned by the chair or the Executive Committee or the Executive Council. This committee will provide meeting minutes to the Congress Liaison or Assistant and they will provide them to the Executive Council of the Conservation Congress and to the Natural Resources Board.
16. **Public and Private Land Use Committee** - Review items relating to public and private land use, comparisons in Wisconsin and other states, innovative ideas. This committee reviews other matters, as appropriate, assigned by the chair or the Executive Committee or the Executive Council. This committee will provide meeting minutes to the Congress Liaison or Assistant and they will provide them to the Executive Council of the Conservation Congress and to the Natural Resources Board.
17. **Legislative Committee** – Review items relating to current and proposed legislation pertaining to natural resources and the Departments budget to include fee structure. This committee reviews other matters, as appropriate, assigned by the chair or the Executive Committee or the Executive Council. This committee will provide meeting minutes to the Congress Liaison or Assistant and they will provide them to the Executive Council of the Conservation Congress and to the Natural Resources Board.
18. **Great Lakes Committee** – Review items relating to boundaries, population modeling, harvest goals and permitting, licensing, tagging, rehabilitation and habitat, restoration and research projects, and other issues of statewide conservation or environmental concern. This committee reviews other matters, as appropriate, assigned by the chair or the Executive Committee or the Executive Council. This committee will work with the Departments Wildlife Bureau and provide meeting minutes to the Congress Liaison or Assistant and they will provide them to the Executive Council of the Conservation Congress and to the Land Management, Recreation and Fisheries/Wildlife Committee of the Natural Resources Board.

19. **Habitat Committee** – Review items relating to modeling, rehabilitation and habitat, private and public lands use, restoration and research projects, and other issues of statewide conservation or environmental concern. This committee reviews other matters, as appropriate, assigned by the chair or the Executive Committee or the Executive Council. This committee will work with the Departments Wildlife Bureau and provide meeting minutes to the Congress Liaison or Assistant and they will provide them to the Executive Council of the Conservation Congress and to the Land Management, Recreation and Fisheries/Wildlife Committee of the Natural Resources Board.
20. **Hunting with Dogs Committee** – Review items relating to boundaries, depredation, harvest, zones, population modeling, harvest goals and permitting, licensing, tagging, rehabilitation and habitat, private and public lands use, restoration and research projects, and other issues of statewide conservation or environmental concern. This committee reviews other matters, as appropriate, assigned by the chair or the Executive Committee or the Executive Council. This committee will work with the Departments Wildlife Bureau and provide meeting minutes to the Congress Liaison or Assistant and they will provide them to the Executive Council of the Conservation Congress and to the Land Management, Recreation and Fisheries/Wildlife Committee of the Natural Resources Board.
21. **Mississippi River Committee** – Review items relating to boundaries, population modeling, harvest goals and permitting, licensing, tagging, rehabilitation and habitat, restoration and research projects, and other issues of statewide conservation or environmental concern. This committee reviews other matters, as appropriate, assigned by the chair or the Executive Committee or the Executive Council. This committee will work with the Departments Wildlife Bureau and provide meeting minutes to the Congress Liaison or Assistant and they will provide them to the Executive Council of the Conservation Congress and to the Land Management, Recreation and Fisheries/Wildlife Committee of the Natural Resources Board.
22. **Rules and Resolutions Committee** – Review resolutions and assign to advisory committees and other issues of statewide conservation or environmental concern. This committee reviews other matters, as appropriate, assigned by the chair or the Executive Committee or the Executive Council. This committee will work with the Departments Wildlife Bureau and provide meeting minutes to the Congress Liaison or Assistant and they will provide them to the Executive Council of the Conservation Congress and to the Natural Resources Board.
23. **Trout Committee** – Review items relating to population modeling, harvest goals and permitting, licensing, tagging, rehabilitation and habitat, restoration and research projects, and other issues of statewide conservation or environmental concern. This committee reviews other matters, as appropriate, assigned by the chair or the Executive Committee or the Executive Council. This committee will work with the Departments Wildlife Bureau and provide meeting minutes to the Congress Liaison or Assistant and they will provide them to the Executive Council of the Conservation Congress and to the Land Management, Recreation and Fisheries/Wildlife Committee of the Natural Resources Board.
24. **Law Enforcement Committee** – Review items relating to depredation, permitting, licensing, tagging, rehabilitation and habitat, private and public lands use, research projects, and other issues of statewide conservation or environmental concern. This committee reviews other matters, as appropriate, assigned by the chair or the Executive Committee or the Executive Council. This committee will work with the Departments Wildlife Bureau and provide meeting minutes to the Congress Liaison or Assistant and they will provide them to the Executive Council of the Conservation Congress and to the Natural Resources Board.

25. **Warm Water Committee** – Review items relating to population modeling, harvest goals and permitting, licensing, rehabilitation and habitat, restoration and research projects, and other issues of statewide conservation or environmental concern. This committee reviews other matters, as appropriate, assigned by the chair or the Executive Committee or the Executive Council. This committee will work with the Departments Wildlife Bureau and provide meeting minutes to the Congress Liaison or Assistant and they will provide them to the Executive Council of the Conservation Congress and to the Land Management, Recreation and Fisheries/Wildlife Committee of the Natural Resources Board.
26. Special or Ad Hoc Committees will may be appointed by the chairperson for the study of specific problems. After submission of reports required, these committees are terminated unless reappointed.

VI. MEETINGS

A. Time and Place

1. The Executive Council of the Conservation Congress meets annually in January and twice in May of the calendar year. The Executive Council will give appropriate notice regarding its meetings. The January meeting is scheduled in the center portion of the state, the first May meeting is scheduled in conjunction with the Annual Convention and its second May meeting is scheduled in conjunction with the Natural Resources Board.
2. The Spring District meetings take place in the first two weeks of March at different locations throughout the state. The Conservation Congress will give appropriate notice regarding its meetings.
3. The County Committees meet the 2nd Monday in April following the Departments Rules Hearing at different locations throughout all 72 counties within the state. The Conservation Congress will give appropriate notice regarding its meetings.
4. The Executive Committee of the Conservation Congress meets in May proceeding the Natural Resources Board meeting. The Executive Committee will give appropriate notice regarding its meeting.
5. The annual Conservation Congress convention meets in May prior to the Board meeting at different locations throughout the state. The Conservation Congress will give appropriate notice regarding its meetings.
6. The Fall District meetings take place in the first two weeks of August at different locations throughout the state. The Conservation Congress will give appropriate notice regarding its meetings.
7. Advisory Committee meetings of the Conservation Congress meet annually at scheduled times in August through April of the calendar year. Additional Advisory Committee meetings maybe conducted at the discretion of the committee chair and Chairperson of the Congress. The Conservation Congress will give appropriate notice regarding its meetings.

B. Special Meetings

Special district or area meetings shall be held at the discretion of the Conservation Congress Executive Committee in conjunction with the Executive Councilors and with the cooperation

of the Congress Liaison, or upon request of one-half (1/2) of the county delegations in the district or area.

1. A call for a special meeting by the chairperson, Executive Committee, Executive Councilors or the county delegates shall be directed to the chairperson of the Conservation Congress and contain a statement of matters to be discussed with supporting data. The chairperson of the Conservation Congress shall then order such meeting to be held within fourteen (14) days of the request.
2. A special meeting may be held by means of a conference telephone system when called by the chairperson of the Conservation Congress after consultation with the Executive Committee.

C. Agenda

To allow for more citizen input and establish continuity on a county, district and advisory committee level samples agenda have been created and will follow in the handbook at the annual convention. (*Public notice requirement is 2 weeks prior to the meeting*)

1. The agenda of matters to be discussed by the advisory committees of the Conservation Congress shall be prepared by the Chairperson, Vice-Chair and Secretary with input from the Executive Committee and DNR liaisons at least fifteen days prior to the meeting.
2. The agenda of matters to be discussed at the Spring District Meetings of the Conservation Congress shall be prepared by the Executive Councilor's with input from the Executive Committee and DNR liaisons at least fifteen days before the scheduled meeting, except in emergencies.
3. The agenda of matters to be discussed at the Fall District Meetings of the Conservation Congress shall be prepared by the Executive Councilor's with input from the Executive Committee and DNR liaisons at least fifteen days before the scheduled meeting, except in emergencies.
4. The agenda of matters to be discussed at the Executive Council of the Conservation Congress for the January meeting shall be prepared by the Executive Committee with input from DNR liaisons at least fifteen days before the scheduled meeting, except in emergencies.
5. The agenda of matters to be discussed at the Executive Council of the Conservation Congress for the May meeting shall be prepared by the Executive Committee with input from DNR liaisons at least five days before the scheduled meeting, except in emergencies.
6. The agenda of matters to be discussed at the Executive Committee of the Conservation Congress for the May meeting shall be prepared by the Executive Committee with input from DNR liaisons at least five days before the scheduled meeting, except in emergencies.
7. The agenda of matters to be discussed at the County Meeting of the Conservation Congress for the April meeting shall be prepared by the District Councilors in conjunction with the County Chair and Vice-Chair at least five days before the scheduled meeting, except in emergencies.
8. The agenda of matters to be discussed at the annual Congress convention for the May meeting shall be prepared by the Executive Committee in conjunction with the

Executive Council and Department staff at least fifteen days before the scheduled meeting, except in emergencies.

D. Delegate Additions to Agenda

1. Delegates may request in writing an item be added to the Advisory Committee agenda by making that request known to the Chair, Vice-Chair and Secretary of the Advisory committee no later than 60 days prior to the meeting.
2. The Conservation Congress chair, Executive Committee, Executive Council or Department liaison may advise that an item be added or deleted from the Advisory Committee agenda. These request must be in writing and received by the Executive Committee and the Chair, Vice-Chair and Secretary of the Advisory committee no later than 60 days prior to the meeting.

E. Rules for the Conduct of Meetings

1. All meetings of the Conservation Congress and its committees shall be conducted according to Robert's Rules of Order, Revised, these procedures and the open meetings laws, sections 19.81-19.98, Wis. Stats. A majority of the Conservation Congress and/or its committees constitutes a quorum.
2. All agenda items will be assigned to committees of the Conservation Congress in consultation with the chairperson for study and recommendation, except that the Vice-Chair and Secretary may elect to present certain items personally if done in conjunction with the chairperson.
3. All Conservation Congress meetings are in open session for the general public.
4. Conservation Congress Quorum
 - a. Thirty-seven (37) county delegations shall constitute a quorum at the Annual Congress Convention.
 - b. On all advisory committees, county delegation and the Executive Council meetings a quorum consists when there is more than 50% of the membership reporting.
 - b. Upon a determination that a quorum of the Conservation Congress is not available for a meeting, the chairperson shall adjourn the meeting.
 - c. All meetings or adjournments shall be noticed in accordance with the open meeting laws, sections 19.81 – 19.98, Wis. Stats.

F. Guideline for Citizen Participation Sessions

The Conservation Congress provides opportunity for citizens to appear before the Advisory Committees of the Conservation Congress to provide information on items listed or not listed on the agenda. These appearances shall be brief and concise, to accommodate as many persons as possible in the allotted time, the guidelines are as follows:

1. Public Forum.

- a. Individuals or organizations will be limited to a total of 5 minutes before the Advisory Committee, regardless of the number of topics, and following their presentations, may be questioned by committee members.
- b. An organization is limited to two (2) spokespersons on an issue.
- c. On complex issues, individuals wishing to appear before the Advisory Committee are encouraged to mail advance materials to all Advisory Committee members and the Executive Council so that these materials may be read prior to the meeting to be better informed on the subject in question.
- d. The Executive Council of the Congress encourages individuals to confine their remarks to issues and solutions pertaining to the appropriate advisory committee in a broad sense of general policy.

VII. Roles and Responsibilities

A. All Delegates

1. As a delegate to the Wisconsin Conservation Congress, your actions are primarily governed by the Conservation Congress Code of Procedures.
2. When appearing in public, if you invoke your affiliation with the Conservation Congress, you are required to speak the Conservation Congress position. Delegates who invoke their Conservation Congress affiliation and promote a view different from the Conservation Congress position will be subject to discipline by the Executive Council, which may include removal from the Conservation Congress. This provision does not prohibit any Congress Delegate from presenting his or her personal position or opinion but requires them to identify such statement as that, and not the Conservation Congress position.
3. When elected by popular vote at the annual statewide Spring Hearings, you will represent your county on all matters that are under the jurisdiction of the Natural Resources Board.
4. Each delegate has an obligation to represent your individual and stakeholders views, perspectives, opinions, directions and wishes on all stated natural resource issues within their county and statewide and to represent those points at the District meeting.
5. Read, share, discuss and disseminate information, materials and the directions you obtain from the Conservation Congress, Natural Resources Board, and the DNR to fellow delegates, local and statewide groups, individuals and stakeholders.
6. Attend all Conservation Congress functions, including the annual Spring Hearings (April), the District meetings (March & August) the annual Conservation Congress Convention (May) and assigned advisory committee meetings.
7. If appointed to an advisory committee, you will participate, support and carry out your assignment as a committee representative. You maybe asked or required to carry out additional duties or assignments beyond attending the committee meeting by the advisory committee chairs.

8. If for any reason you are unable to attend a Conservation Congress function, it is your responsibility to notify your county chairperson if it is the Spring Hearings, District Meetings or Annual Convention in advance and request an excused absence. Should one be unable to attend an advisory committee meeting it is your responsibility to notify the committee chair and vice-chair or secretary in advance and request an excused absence.
 9. On the evening of the Spring Hearings know why and how to complete the personal history questionnaire and turn it into your county chairperson. Advisory Committee requests will not be honored without having completed the personal history questionnaire and a recommendation from your District from the annual convention.
 10. Introduce yourself to your local DNR staff members, fellow delegates, Executive Councilors and stakeholders at all functions.
 11. Each delegate will make every effort to adhere to good conservation practices, and to uphold all laws, rules and regulations of an ethical sports person and loyal conservationist.
 12. Attend local county and regional conservation club and stakeholders meetings. Share and communicate your knowledge and information on resources concerns. Communicate and gather information to educate others as a part of your duties.
 13. Recognize that the Congress encourages equal opportunity meaning equal treatment in behavior amongst delegates, stakeholders, Department staff, Board members and during the election process. Delegates should encourage participation in the Congress regardless of race, age, color, creed, religion, national origin, ancestry, sex, disability, sexual orientation, marital status, arrest, conviction, veteran status or political affiliation. This will take care of the diversity issues and discrimination issues.
 14. Explain who the Congress is, its mission and importance within Wisconsin.
 15. Members shall aid and assist Department personnel whenever possible, and shall try to resolve local issues at the county level.
 16. All delegates are encouraged to participate in advisory committees. Each delegate is responsible for completing their personal history questionnaire annually to include committee selections and submitting their personal committee requests to their Executive Councilors at the annual Conservation Congress Convention.
- B. County Chairs and Vice-Chairs - When elected to the position of County Conservation Congress Chairperson, additional duties to those of the Conservation Congress Delegate include the following:
1. Contact County Conservation delegates with regard to the Spring hearing, District and State meetings, encourage attendance and coordinate travel.
 2. If for any reason you are unable to attend a Conservation Congress function, it is your responsibility to notify your District Councilor if it is the Spring Hearings, District Meetings or Annual Convention in advance and request an excused absence. Should one be unable to attend an advisory committee meeting it is your responsibility to notify the committee chair and vice-chair or secretary in advance and request an excused absence.

3. Obtain through discussion and meetings a consensus on resource matters from the citizens of your county. Use other Conservation Congress delegates to assist you in obtaining these ideas.
 4. Attend local county and regional conservation club meetings. Share and communicate your knowledge and information on resources concerns. Communicate and gather information to educate others as a part of your duties.
 5. Conduct the Conservation Congress portion of the annual Spring Hearing (April) in conjunction with the Spring Hearing provisions within the Code of Procedures. A conservation warden conducts the DNR portion of the hearing.
 6. Explain the resolution process to the Spring Hearing attendees. Information will be sent to County Chairs and Vice-Chairs regarding these processes.
 7. Collect personal data questionnaires from Conservation Congress delegates at the Spring Hearings and give them to the Hearing Officer to send in with the Spring Hearing results.
 8. Handle the Conservation Congress resolutions and county recommendations at the annual Spring Hearing, record the Conservation Congress delegates election results, conduct the county elections (Chairperson, Vice-chair, and 3 regular members, one-three year and one-two year members shall be elected each year) and present results to the DNR hearing officer for mailing to Madison.
 9. Work with the hearing examiner to go over the resolutions and recommendations so they get to Madison.
 10. Work with the Hearing Officer at the beginning of the Spring Hearings to verify through drivers license residency for county elections for delegates. Attendees must be 18 years old to vote for a county delegate. The Election must be 50% + 1 of eligible votes in attendance.
 11. Read and work with local hearing officers regarding Spring Hearing Procedures.
 12. Work with local media outlets and stakeholders on promoting Congress positions, upcoming meetings and special events.
- C. Executive Councilors - When elected to the position of Executive Council of the Conservation Congress, you are a representative and spokesperson for your entire district, as well as your county. Additional duties to those of the Conservation Congress Delegate include the following of an elected Councilor:
1. Of primary importance is the year-round accessibility of a District Councilor to his/her district. It is impossible to effectively represent your district if you are unavailable to your delegates, constituents or stakeholders for extended periods of time.
 2. Represent the District's views, perspectives, opinions, directions and wishes on all stated natural resource issues.
 3. Be able to donate from 5-10 days a year to Conservation Congress matters and concerns in addition to your other Conservation Congress duties.
 4. Serve as a committee chairperson or secretary to one or more advisory committees established by the Wisconsin Conservation Congress.

5. Conduct these committee meetings as a chairperson or secretary depending upon your assignment including but not limited to:
 - a. Setting the agenda for the meeting with the Executive Committee, DNR Liaisons, and the committee liaison.
 - b. Keep accurate records of the committee, including attendance for prompt recording and transmittal to the Congress liaison.
 - c. Prepare advisory questions when necessary for the annual Spring Hearing questionnaire.
 - d. Handle all referred county recommendations and resolutions. Direct appropriate action to the committee for their approval.
 - Report on the final outcome of your assigned county recommendations and resolutions to the appropriate county chairperson.
 - Follow the consensus or popular vote of the Conservation Congress and support that consensus. Individual statements on behalf of the councilor that do not reflect the wishes of the entire council or the consensus of the committees should not be made. It is not appropriate for a chair to request a reversal of a committee's actions by the Executive Council. As a Councilor, you represent the Conservation Congress. You may offer a minority opinion.
6. Respond to the Conservation Congress Executive Committee and the Congress Liaison for assistance with legislative appearances, public contacts, attendance at meetings, routed correspondence and assigned duties.
7. Conduct District Meetings in your respective districts. Contact DNR staff for suggested dates and locations.
8. It is the Councilor's duty to be informed on all resource matters that come before the Conservation Congress jurisdiction.
9. It is the Councilor's duty to bring concerns and/or opportunities on all resource matters that come could come before the Conservation Congress.
10. Councilors have the responsibility to share and disseminate information regarding natural resources to other Conservation Congress members, to local conservation clubs, organizations within the districts' jurisdiction, appropriate statewide organizations, constituents and stakeholders.
11. Accept speaking engagements and appearances as appropriate relating to Conservation Congress activities.
12. Duties will include all previous items and others as requested by the Conservation Congress Executive Committee.
13. Legislative contacts and appearances as determined and directed by the Executive Committee.

14. Councilors are many times the most visible representative of the Wisconsin Conservation Congress. They will adhere to conducting them in a respectable manner and representing themselves and the Congress appropriately.
15. Councilors shall not miss any council meeting during the Congress year without excuse from the Council Chair. A councilor may be removed from Council membership by majority vote of the Council, and the vacancy filled at the district meeting by the vote of the district where the vacancy occurs. Misconduct by any councilor shall be cause for removal by a majority vote of the Council.

D. Executive Committee

The Executive Committee consists of the Conservation Congress Chairperson, Vice-Chairperson and Secretary. They are elected by the 24 member Executive Council to represent the interests of the Conservation Congress on a statewide level. The Executive Committee is responsible for making advisory committee assignments following the May Executive Council meeting. They collectively or singly appear at various state functions to protect the views and put forth the ideas of the Wisconsin Conservation Congress, and most importantly, represent the citizens and stakeholders interests on a statewide level.

E. Executive Committee – Secretary.

1. In addition to all of the duties stated previously, or as set forth by the current Conservation Congress Code of Procedures. The Secretary is also responsible for the following:
 - a. Attend committee meetings as assigned, not as recording secretary, but to forward information to the Executive Committee and Executive Council.
 - b. Represent the Executive Committee either with the Conservation Congress Chairperson and Vice-Chairperson, or in their absence.
 - c. Provide Executive Council Meeting minutes.
 - d. Assist in compiling or assembling support materials for the Annual Conservation Congress Convention, as needed.
 - e. Other duties as requested by the Conservation Congress Executive Committee.

F. Executive Committee – Vice-Chairperson.

1. In addition to all of the duties stated previously, or as set forth by the current Conservation Congress Code of Procedures. The Vice-Chairperson is also responsible for the following:
2. Work with the DNR liaison to facilitate setting of committee dates and locations.
3. Represent the Conservation Congress at the direction of, or in place of the Chairperson.
4. Attend committee meetings with, or as a representative of the Executive Committee and Executive Council.
5. Represent the Conservation Congress at Legislative Hearings as directed by the Executive Committee and Conservation Congress.

6. Be responsible for the organization of location, facilities and other matters as related to the Annual Conservation Congress Convention.
7. Serve as the parliamentarian who shall rule on all questions of procedure and points of order at the annual Congress convention, as requested by the Chair.
8. Other duties as requested by the Executive Committee.

G. Executive Committee – Chairperson.

1. The duties of the Chairperson of the Wisconsin Conservation Congress include any and all of the duties mentioned for any other Conservation Congress delegate or position, and are ultimately governed by the current Conservation Congress Code of Procedures and Robert's Rules of Order.
2. The Chairperson may assign specific duties to Conservation Congress officers, Executive Council members and Conservation Congress delegates.
3. The Chairperson, or assigned representative, is responsible to report Conservation Congress activities to the Natural Resources Board.
4. The Chairperson of the Wisconsin Conservation Congress represents the voice of the Conservation Congress in whatever capacity necessary, and will reflect all views, positions and votes of the Conservation Congress.

H. Advisory Committee Members

As a Conservation Congress Advisory Committee member, you are representing yourself, your county, your district and the Conservation Congress. To be appointed to a committee, you must have indicated on Form 1000-2 Personal Data Questionnaire and to your District Councilor, that you will be able to devote occasional weekdays and/or weekends throughout the year to Conservation Congress activities. You must have further stated that you were interested in and able to assist the Conservation Congress in an extra effort in resource management.

These responsibilities include the following, in addition to those duties of a county delegate.

1. A dedication and commitment to the assignment of the respective committee.
2. A willingness to prepare, study and evaluate the assignments given to and deliberated by the Congress Study Committee.
3. Faithfully attend and participate in all committee meetings.
4. If unable to attend a committee meeting, you must request an excused absence from that meeting, generally through the chairperson of that committee. An unexcused absence is automatic dismissal from that committee per the Conservation Congress Code of Procedures. Additionally, inform your county chair or district councilor of your absence.
5. Know and share your county and District opinions and wishes with your respective committee.
6. As a committee member, you should share these deliberations and results with your county delegates and district councilors.

7. Know your DNR committee liaisons.
8. All appointed advisory committee members shall serve a term of one-year ending after the annual Conservation Congress convention.

I. Responsibilities of Advisory Committee Chair(s), Vice-Chairs, Secretary's and Mentors

1. These responsibilities include the following, in addition to those duties of a county delegate.
2. Work together with the assigned DNR Liaison to set the meeting date, committee goals and agenda for the meeting.
3. Please provide the meeting date and items for the agenda to the DNR Congress Liaison 30 days prior to the meeting.
4. Please provide the meeting minutes in the sample format and committee questions to the Congress Liaison within 14 days after the meeting.
5. Provide the Congress Liaison with the information for the agenda for mailing to the committee.
6. Utilize the sample agenda for the meeting.
7. Provide the Congress Liaison with the meeting minutes

VIII. County Conservation Congress Meeting Procedures

- A. Public Hearings shall be held in each county at least annually at such times and places as the Board shall designate to consider proposals from the Department for changes in fish and game regulations, and such other matters as the Board shall determine.
- B. Any person attending said hearing shall be eligible to express their views on such matters.
- C. A Department employee will conduct the Department portion of the hearing. The County Chair and Vice-Chair shall conduct the Congress portion of the meeting.
- D. County Conservation Congress meetings shall be held at the same time and place as the public hearings.
- E. The purpose of the county meetings shall be to consider advisory questions proposed by the Congress and other issues relating to natural resources, and to elect a county delegation.
- F. The Congress county meeting will be conducted by the chair or the vice-chair of the county.
- G. All citizens of Wisconsin are eligible to vote on the questions in the Spring Hearing questionnaire.
- H. The county chair and/or vice-chair shall follow the following agenda and procedures for the County Committee meeting.

IX. Delegate Election Process

- A. Delegate Eligibility

1. Any citizen of the county who is able to perform the responsibilities is eligibly (see page or section) to run for election that evening.
2. Must be a Wisconsin resident.
3. The Conservation Congress encourages equal treatment regardless of race, age, color, creed, religion, national origin, ancestry, sex, disability, sexual orientation, marital status, arrest, conviction, veteran status or political affiliation.
4. Elected delegates must be an adult resident of the county, but to give the widest geographic representation, it is recommended that not more than three members of the committee be from the same civil town, city or village.
5. To guard against possible conflict of interest of bias, no full or part-time employee(s) of the Department or member of the Board shall be members of the county committee.

B. County Voter Eligibility

1. Individuals voting for county delegates shall be:
 - A. Residents of the county in which they are voting, and
 - B. At least 18 years of age.
2. Since members are selected for their knowledge and judgment, members have the privilege of exercising reasonable judgment in making final recommendations to the Board whenever a conflict arises between local wishes and the welfare of the state as a whole, and their vote may be in opposition to the vote taken at their spring hearing when they believe it is in the best interest of good conservation.

C. Delegate Election Process

County Delegate Elections (*Chair and Vice-Chair*) - Immediately following the county meeting, the committee members shall select from their number a county chair and vice chair and complete and turn into the Hearing Officer their completed personal history questionnaire.

1. The elections shall be conducted by the Congress Chairperson who conducts the county meeting, or the Vice Chairperson of the county, if the Chairperson is a candidate in that particular year.
2. The Congress County Chairperson or Vice-Chairperson shall conduct a ballot vote for the County Chairperson and County Vice-Chairperson, the majority person is then elected.
3. One three year and one two year member shall be elected each year, unless a vacancy occurs, in which case, it shall be filled for the unexpired term at the county meeting.
3. County Congress committee members shall be elected on separate written ballots. At least two nominations should be requested from the floor for each vacancy.
4. Election must be by 50% + 1 vote of eligible voters in attendance.

D. Delegate Terms

1. One three year and one two year member shall be elected each year, unless a vacancy occurs, in which case, it shall be filled for the unexpired term at the county meeting.
2. The term of any member who does not attend the annual Congress meeting, unless excused by the county chair, shall automatically expire.
3. The terms shall be for three (3) years and two (2) years respectively with each position numbered through five (5).
4. Delegates one (1) through three (3) with three (3) year terms, delegates four (4) and five (5) with two (2) year terms.
5. The rotations shall continue as the present terms expire.
6. If a vacancy occurs the county chair or vice chair (in the absence of the chair) may appoint someone to fill the vacancy.
7. In the absence of the county chair and vice chair the district councilor shall appoint to fill the vacancies.

X. Resolutions at the Spring Hearings and Congress County Meeting

The Conservation Congress would like to improve communications with people who submit resolutions at the Spring Hearings and Conservation Congress Meeting. Your cooperation in following these instructions will help the Congress to provide you with information about how your resolution has been processed.

In order for a resolution to be accepted for further consideration by the Conservation Congress and for public vote at the Spring Hearings, all resolutions introduced at the Spring Hearings and Congress Meeting must meet the following requirements:

A. Resolution Content

1. The concern must be of statewide impact ***or*** the concern has been unable to be resolved at a local county level (*within your county*) or district level (*within your Congress district*).
2. The resolution must clearly define the concern that is of statewide impact ***or*** defines an unresolved concern at the local county level or district level.
3. Current state statutes and law must be considered, with reasonable cause for change being presented if applicable.
4. The resolution must suggest a solution to the concern that is of statewide impact ***or*** defines an unresolved concern at the local county level or district level.
5. Description of further action desired for the resolution.
6. Concerns must be practical, achievable, reasonable and not obviously inappropriate.

B. Resolution Format

1. The resolutions must be type written on 8 ½ x 11 white paper.

2. Provide the Congress County Chair with two copies of the resolution for submission.
3. The authors' name, mailing address, county, telephone number and signature is required to be at the bottom of the resolution.
4. Resolutions must be 250 words or less, must be typed on side of an 8 ½ x 11 white sheet of paper and there will be no attachments or additional sheets accepted for the same resolution.

C. Resolution Presentation

1. Only the individual author or designated representative of the organization may present the resolution within the county.
2. No more than two resolutions, may be introduced by any person at the Spring Hearings and Congress Meeting.
3. Written resolutions not meeting the above criteria and/or verbal resolutions will not be accepted at the Spring Hearing and Conservation Congress Meeting.

D. Resolution Voting

1. All resolutions that meet the above criteria will be accepted at the Spring Hearings & Conservation Congress Meeting. After the resolution has been presented, attending citizens of the county will vote on the resolution as read.
2. If the resolution has a passing vote at the County level, the resolution will be referred to the Rules and Resolutions committee of the Congress in May for further action and consideration at the annual Conservation Congress convention or to be assigned to an Advisory Committee.
3. The Rules & Resolutions Committee will then assign the resolution to an advisory committee, with discretion on sending a resolution to multiple committees.
4. If the resolution did not have a passing vote at the County level, the County Chair should refer the resolution back to the author in writing to include the reason that it was referred back.

E. Resolution Follow-up

1. The County Chair and/or Vice-chair will contact the author in writing after the Spring Hearings and Conservation Congress Meeting to advise what the county vote was on the resolution and the status of the resolution.
2. The County Chair and/or Vice-chair will contact the author in writing after the Annual Convention in May to advise where the resolution has been assigned and what the status of the resolution is.
3. The Advisory Committee chair and/or secretary will contact in writing the authors of resolutions and invite them to appear or write a letter to the assigned advisory committee members to further explain the resolution or provide further information. Typically, advisory committee meetings take place in the fall and meeting notices are sent out to authors of the resolution. (*Advisory Committee's are designated in June and those committee listings are available at <http://dnr.wi.gov/org/nrboard/congress/> or speak with your County chair.*)

4. The Advisory Committee chair and/or secretary will contact in writing the authors of resolution to update them on the status of the resolution.

XI. Executive Council Election

- A. Each district shall elect its Executive Councilors by separate written ballot, on the Friday morning of the annual Conservation Congress meeting.
- B. Newly elected Executive Councilors will not assume office until adjournment of said meeting, and will serve a one-year term until adjournment of the following annual Congress Conservation Meeting.
- C. There shall be at least two (2) nominations requested for each councilor post, and each county delegation shall be entitled to one vote.
- D. A majority (50% + 1) of counties in the district is required for election to the council. If a majority cannot be gained by any candidate in three ballots, the councilor will be chosen by drawing of lots from the nominees remaining.

XII. Executive Committee Election

- A. The Executive Council shall elect its Executive Committee by separate written ballot, on the Friday afternoon of the annual Conservation Congress meeting.
- B. Newly elected Executive Committee members will not assume office until adjournment of said meeting, and will serve a one-year term until adjournment of the following annual Congress Conservation Meeting.
- C. There shall be at least two (2) nominations requested for each councilor post, and each county delegation shall be entitled to one vote.
- D. A majority (50% + 1) of counties in the district is required for election to the council. If a majority cannot be gained by any candidate in three ballots, the councilor will be chosen by drawing of lots from the nominees remaining.

XIII. Removal from the Conservation Congress

- A. All delegates are subject to removal from the Conservation Congress for any of the following:
 1. Unexcused absences from any of the Spring Rules Hearings & County Congress Meeting, Spring District Meeting, Fall District Meeting, annual convention and assigned advisory committees will be subject to discipline by the Executive Council, which may include removal from the Conservation Congress.
 2. When appearing in public, if you invoke your affiliation with the Conservation Congress, you are required to speak the Conservation Congress position. Delegates who invoke their Conservation Congress affiliation and promote a view different from the Conservation Congress position will be subject to discipline by the Executive Council, which may include removal from the Conservation Congress.
 3. Is physically, mentally or by choice is not performing the responsibility of their elected position as outline under the responsibilities portion of a delegate.

4. If a delegate moves out of the county that he or she is elected, their membership within that county is void. It is the responsibility of the delegate to provide in writing to the County Chair, Vice-Chair and District Councilors written confirmation of their status.

XIV. Conservation Congress Official Position

- A. Official Position - The official position of the Conservation Congress on any issue is formed by any one of the following:
 1. A majority vote of the entire Congress or
 2. A majority vote of the Executive Council or
 3. A unanimous vote of the Executive Committee, with the concurrence of the Chair of the appropriate committee or committees. (*This could occur when time is not available to call an Executive Council meeting*)
- B. An advisory committee, county committee or district may take a position on an issue but that position will not be the official Congress position until one of the above occurs.

XV. Amendments to the Code of Procedures

- A. Amendments shall be submitted in writing by any county committee member to the Rules and Resolutions Committee at least 90 days prior to the Congress meeting. Notice of the proposed amendment shall be given to county delegates at least ten (10) days prior to the next Council meeting. After such notice, amendment shall be effective upon majority vote of the counties present.
- B. Amendments shall be submitted in writing by any member of the Executive Council at least 30 days prior to a meeting of the Executive Council. Notice of the proposed amendment shall be given to Executive Council members at least ten (10) days prior to the next Council meeting. After such notice, amendment shall be effective upon three-quarters vote of the councilors.